

**Office of the Dean of Students
University of Puget Sound**

Guidelines for Event Permits for Student Residential Facilities

It is widely recognized that alcohol consumption does not enhance academic excellence, liberal learning, or personal integrity and therefore does not advance the mission of an institution of higher education. Indeed, excessive drinking at college is not a rite of passage, but a stumbling block to success. Recognizing these facts, the purpose of the Application to Host an Event with Alcohol in a Student Residence Facility (“permit”) is to promote functions that are safe and enjoyable, while encouraging responsible consumption of alcohol on campus.

1. Only one permit per weekend per residential unit is allowed. No permits are granted for functions during the week.
2. No permits will be granted on the last day of classes of each semester or during spring break, reading period, exam week, or commencement weekend.
3. The permit must list names of three people who will provide security, monitor access to the event, refrain from drinking alcohol, be accessible and present during the event, and who will be responsible for enforcing all University regulations and State and local laws. At least one person must be 21 or over; please asterisk that name. The of-age individual should be prepared to provide proper identification. All three of the responsible individuals must be affiliated with the sponsoring organization or host residence and must be in good standing with the University and with the sponsoring group. All three must be available during the duration of the event.
4. Alcohol permits must be reviewed for initial approval by Donn Marshall, Associate Dean of Students (WSC 209) by the Tuesday before the weekend of the event. The Washington State Liquor Control Banquet Permit must be purchased and returned with the University's permit to Donn Marshall for the second signature **no later than 5:00 pm on Wednesday for a Friday event and 5:00 p.m. on Thursday for a Saturday event.** Both of these permits must be appropriately posted at the event site.
5. Security must be notified 72 hours prior to the event and given copies of the permit application and banquet permit.
6. A representative of each residential facility must meet with Donn Marshall for a briefing on permits and functions. Note that this briefing must precede the first request and is an addition to the Risk Reduction Seminar for fraternities and sororities.
7. University rules and regulations regarding alcohol may be found in the relevant sections of *The Logger* at www.ups.edu/logger.
8. For additional guidelines specific to fraternity and sorority chapters, see the "All Greek Alcohol Guidelines" available from IFC or Panhellenic. If there is a conflict between these guidelines and University policy, the University policy prevails. Sorority and fraternity chapters are also reminded to consult their national risk management policies.
9. The potentially very serious consequences of alcohol abuse are of great concern to the University of Puget Sound, and recent incidents at the University and at other campuses in the U.S. have heightened that concern. Therefore, the privilege of being permitted to host an event with alcohol in a Puget Sound residence facility will not be extended to a group which is currently under investigation for a violation of the University Alcohol and Drug Policy.

Recommendations

1. It is recommended that you avoid potentially offensive themes, e. g., promoting alcohol consumption or date rape in a Pimps and Prostitutes party or a PJ dance. Also inappropriate are themes that perpetuate thoughtlessness toward others; winter holiday themes are preferable to a Christmas theme and “work days” are more acceptable than “slave auctions.
2. It is recommended that only canned beverages be used at functions due to the past misuse of glass bottles, which pose a hazard to Facilities Services staff and to participants.
3. It is recommended that participants be restricted to a maximum of four drinks per person (e.g., four 12 oz. beers or four 7 oz. glasses of wine). More than four drinks in one sitting is considered binge drinking and is dangerous. Moreover, many people cannot tolerate more than one drink and small-sized women and men cannot safely consume as many as four drinks.
4. It is recommended that additional training be sought by persons signing alcohol permits and/or managing functions where alcohol is consumed. The following training sessions are available :
 - a. Risk Reduction Seminar (Residence Life Office)
 - b. Understanding Your Relationship with Alcohol (CHWS)

In addition, the Washington State Liquor Control Board also offers relevant seminars.